



Administrative Policies and Procedures: 4.26

Subject: Administrative Leave With Pay

Supersedes: DCS 4.26, 07/01/00

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

Effective date: 07/01/00

Revision date: 03/01/05

Application

To All Department of Children's Services Executive Directors, Central Office Directors, Youth Development Center Superintendents, Youth Development Center Managers, Regional Administrators, DCS Group Home Supervisors, and Supervisory Employees.

Authority:

TCA 2-9-103; 8-30-215; 8-50-810; 37-5-106 - [Department of Personnel Attendance and Leave Policies and Procedures - Chapter 3 – Department of Personnel Policy 99-027](#)

Policy

The Department of Children's Services Personnel and Finance and Program Support Services divisions shall be notified of situations where an employee is granted administrative leave with pay. Administrative leave is leave with pay where an employee is removed from normal duties with approval of the appointing authority or other authorized supervisor, when considered necessary for the appropriate operation of the agency or welfare of the employee.

Procedures

A. Notification of administrative leave with pay

To ensure salaries are not funded with federal funds during the period an employee is on administrative leave with pay, the DCS Personnel and Finance and Program Support Services Divisions shall be notified immediately of any employee approved to take administrative leave with pay.

B. Reporting responsibility

It shall be the responsibility of Central Office Directors, Regional Administrators, YDC Superintendents, YDC managers, investigative staff, and supervisory staff for reporting

administrative leave with pay to the Central Office Personnel and Finance and Program Support Divisions.

C. Delivery of notice

1. The responsible reporting staff must submit a letter to the Central Office Finance Director Of General Accounting, and Central Office Director Of Personnel to include the following:
 - a) Name of employee
 - b) Social security number
 - c) Position number
 - d) Beginning date of leave
 - e) Reason for granting administrative leave
2. After administrative leave has ended, a separate letter must be submitted and must include the ending date of the administrative leave and other employee information as listed above.
3. Administrative leave with pay for reasons such as health, bereavement, inclement weather, and others as covered in Chapter 3 of the [Department of Personnel Attendance and Leave Manual](#), are not required to be reported.
4. Administrative leave with pay must not exceed thirty (30) calendar days without the approval of the Commissioner of DCS. Requests for extending the thirty (30) calendar days must be submitted by the twenty-fifth (25) day to the Director of DCS Personnel. Requests must include justification for the extension.
5. After approval of the Commissioner of DCS, the request for periods of administrative leave with pay that exceed thirty (30) calendar days must also be approved by the Commissioner of Department of Personnel through a "Commissioner to Commissioner memo."

Forms

None

Collateral Documents

[Department of Personnel Attendance and Leave Manual](#)

Standards

None

Glossary

<i>Term</i>	<i>Definition</i>
<i>Administrative leave with pay:</i>	Leave with pay when an employee is removed from normal duties at the convenience and discretion of the appointing authority.